

Title: <b>Senior Reprographics Operator</b>	Effective Date: <b>June 27, 2013</b>	Grade: <b>VIII</b>	Job Category: <b>Technician</b>
Prior Title: <b>Senior Reproduction Operator, Microfilm Camera Operator-35mm</b>	Prior Effective Date: <b>May 11, 2012</b>	Grade: <b>VIII</b>	Page: <b>1 of 1</b>

*CHARACTERISTICS OF WORK*

Under general supervision, this position is responsible for the operation of a variety of reprographic equipment within the Reprographics Section.

*EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Operate and maintain a wide variety of reprographic equipment.
- Compile and maintain production work records.
- Assume responsibility of the work area during absence of the supervisor.

*MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school. Minimum of three years experience operating reprographic equipment, or one year experience operating reprographic equipment similar to that of at least two of the areas in the Reprographics Section. Ability to lift 50 pounds.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

